

U.S. Department of State
INTERAGENCY FOREIGN SERVICE NATIONAL EMPLOYEE POSITION DESCRIPTION

Prepare according to instructions given in Foreign Service National Handbook, Chapter 4 (3 FAH-2)

e. POST:

COTE D'IVOIRE

e. AGENCY:

USAID/WEST AFRICA

e. POSITION NO.:

AID-NPC-018

e. REASON FOR SUBMISSION

☐

a. Re-description of duties: This position replaces

Position No.

(Title)

(Series)

(Grade)

☒

b. New Position

☐

c. Other (explain)

5. CLASSIFICATION ACTION

Position Title and Series Code

Grade

Initials

Date

a. Post Classification Authority

HR/REGIONAL EXO

CHAUFFEUR - FSN 1015

FSN 04

ENM

08/02/2011

b. Other

c. Recommended by Initiating Office:

**REGIONAL EXECUTIVE OFFICE
WEST AFRICA**

6. POST TITLE OF POSITION (If any)

CHAUFFEUR

7. NAME OF EMPLOYEE:

VACANT

8. OFFICE/SECTION:

USAID/WEST AFRICA

a. First Subdivision

COTE D'IVOIRE FIELD OFFICE

b. Second Subdivision:

c. Third Subdivision

9. This is a complete and accurate description of the duties and responsibilities of my position.

Signature of Employee

Date

10. This is a complete and accurate description of the duties and responsibilities of this position.

Signature of Supervisor

Date

11. This is a complete and accurate description of the duties and responsibilities of this position. There is a valid management need for this position.

JANET SCHULMAN – AG. DEVT COUNSELOR

For: Signature of American Supervisor Date

12. I have satisfied myself that this is an accurate description of this position, and I certify that it has been classified in accordance with appropriate Local Employee Position Classification Handbook (LEPCH) standards.

HEATHER ARMSTRONG – SUPV REXO

Signature of Administrative/Personnel Officer Date

13. BASIC FUNCTION OF POSITION:

As a member of the USAID Office of the Development Consular (ODC), ensures performance of duties reflect well on this section and recognizes the importance of the timely performance of responsibilities to enable all staff to meet the commitments of the USAID ODC in Cote d'Ivoire.

Assigned as Chauffeur to the Development Counselor. May also be assigned driving responsibilities for visiting VIPs.

14. MAJOR DUTIES AND RESPONSIBILITIES:

See Attached.

(continue on a blank sheet)

15. **QUALIFICATIONS REQUIRED FOR EFFECTIVE PERFORMANCE**

a. **Education:**

Completion of elementary school is required.

b. **Prior Work Experience:**

Five to seven years of accident free chauffeur experience is required. At least one year should have been with the U.S. Government or other international organization.

c. **Post Entry Training:**

Formal Safe and Defensive Driving Course (one-week training).

d. **Language Proficiency: List both English and host country language(s) proficiency requirements by level II, III and specialization (sp/read):**

Level 3 French and Level 2 English language proficiency is required.

e. **Job Knowledge:**

Must be knowledgeable of local traffic laws, city streets and traffic patterns, locations of major buildings, organizations, diplomatic missions, and government offices, shortest and safest routes to destinations and basic vehicle maintenance procedures. Knowledge of main routes within Cote D'Ivoire and ability to read road maps in order to find safe and expeditious alternate routes. Must be able to perform first line maintenance/repairs.

f. **Skills and Abilities:**

Ability to deliver passengers/ materials expeditiously and safely. Must have local driver's license appropriate to vehicles operated. Ability to exercise tact and diplomacy in carrying out responsibilities. Must have the ability to interact with a wide variety of USG staff including visiting VIPs.

16. **POSITION ELEMENTS**

a. **Supervision Received:**

Receives instructions directly from the Development Counselor or his/her designee.

b. **Supervision Exercised:**

None

c. **Available Guidelines:**

Daily briefings on schedule/requirements for the day. Vehicle operators' instructions booklets.

d. **Exercise of Judgment:**

Determines best routes to take in order to make the best use of time.

e. **Authority to Make Commitments:**

None.

f. **Nature, Level and Purpose of Contacts:**

Delivers oral and written messages to various members of government ministries, private sector and other autonomous organizations and vice versa. Serves as driver for USAID VIP visitors and in this role must be able to communicate in a professional manner to answer questions about Abidjan and Cote d'Ivoire in general. Personal contact with VIPs and important visitors as well as secretaries of important offices in the private, NGO, and government sectors to facilitate carrying out responsibilities.

g. **Time Requirement to Perform Full Range of Duties:** Three Months.

CHAUFFEUR

BASIC FUNCTION OF POSITION

As a member of the USAID Office of the Development Counselor (ODC), ensures performance of duties reflect well on this section and recognizes the importance of the timely performance of responsibilities to enable all staff to meet the commitments of the ODC.

Assigned as Chauffeur to the Development Counselor. May also be assigned driving responsibilities for visiting VIPs.

MAJOR DUTIES AND RESPONSIBILITIES

100% of time

Keeps vehicle clean [inside and out, as weather permits] and in serviceable condition. Performs minor preventative maintenance. Assigned cell phone to enable incumbent to be in immediate contact with the Development Counselor. Follows security measures in using alternate routes and, at all times, is in compliance with local driving laws. Serves as special messenger in delivering documents and invitations or in carrying out various other important errands for the official to whom assigned within established deadlines. If delays are encountered informs Development Counselor's Secretary of problem indicating when the assignment will be completed. Also serves as "pool chauffeur" when not required for duty with the Mission Director. Keeps vehicle records, maintains daily vehicle log, noting each segment of driving; if client wishes to deviate from known itinerary, driver will advise Development Counselor's Office and proceed accordingly. Daily checks oil levels [crank-case, transmission and brakes] to ensure proper levels are maintained. Fuel tank will be filled whenever the capacity drops below one half. May be asked to deliver VIP passengers to sightseeing locations. Keeps current on points of interest in Cote d'Ivoire and surrounding areas so that visitors can be properly informed during excursions.

EVALUATION CRITERIA

1. **Education (15%):** Completion of elementary school is required.
2. **Prior Work Experience (15%):** Five to seven years of accident free chauffeur experience is required. At least one year should have been with the U.S. Government or other international organization.
3. **Language Proficiency (15%):** Level 3 French and Level 2 English language proficiency is required.
4. **Job Knowledge (25%):** Must be knowledgeable of local traffic laws, city streets and traffic patterns, locations of major buildings, organizations, diplomatic missions, and government offices, shortest and safest routes to destinations and basic vehicle maintenance procedures. Knowledge of main routes within Cote D'Ivoire and ability to read road maps in order to find safe and expeditious alternate routes. Must be able to perform first line maintenance/repairs.
5. **Skills and Abilities (20%):** Ability to deliver passengers/ materials expeditiously and safely. Must have local driver's license appropriate to vehicles operated. Ability to exercise tact and diplomacy in carrying out responsibilities. Must have the ability to interact with a wide variety of USG staff including visiting VIPs.